



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 20 June 2023

REQUEST FOR QUOTATION: [No. RFQ/SLVK/2023/024]

FOR THE PROVISION UTILITY VEHICLES AND REBUILD INTO MOBILE OFFICE

QUOTATION TO BE RECEIVED BY: 2 July 2023 by 23:00 Hrs.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees (UNHCR) was established on December 14, 1950, by the United Nations General Assembly. The agency is mandated to lead and coordinate international action to protect refugees and resolve refugee problems worldwide. Its primary purpose is to safeguard the rights and well-being of refugees. It also has the mandate to help stateless people.

1. REQUIREMENTS

UNHCR Slovakia with National office in Bratislava would like to request offers for the provision of utility vehicles and remodeling works into mobile office.

UNHCR Slovakia needs firm offers from duly registered companies having experience in set area in Slovakia. The specification of the utility vehicles and rebuild works into mobile office is given in annex A below.

Requirement:	3 utility vehicles with alteration works required for mobile office. The suppliers can submit partial offer, even if offering only vehicles or only remodeling/alteration work.
Delivery Location:	Bratislava, Slovak Republic
Delivery Period:	1 month after issuance of PO for vehicles + 1 month after issuance of PO for rebuild services

Your offer shall be prepared in English. In case of an error in the total price, the UNIT price will be considered for calculation.

Please submit your offer using the Annexes provided. Offers not conforming to the requested formats may not be taken into consideration. Your offer should be exclusive of all direct taxes and duties. The company should provide the rates for the whole requirement in Annex B and notify us of the following information in your offer.

Offer Validity: _____

UNHCR Payment Terms: _____

Delivery Period: _____

Warranty Period: _____

Please include the following price information in your quote (without VAT):

Currency: EUR

Incoterms: Delivered at a place (DAP)

Note: UNHCR has tax and duty exemption status. The cost should be inclusive of transport and delivery within Bratislava.

NOTE: The cost of preparing a bid and negotiating a contract, including any related travel, is not reimbursable nor can it be included as a direct cost of the assignment.

The following annexes form an integral part of this Request for Quotation:

- Annex A: Detailed Specification Vehicles and Rebuild services*
- Annex B: Price Proposal Sheet*
- Annex C: Vendor Registration Form (June 2018 version)*
- Annex D: UNHCR General Terms and Conditions for Purchase of goods/services (July 2018 version)*
- Annex E: Supplier code of conduct*
- Annex F: Reference photos*

REQUESTS FOR CLARIFICATION

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to svkbrsupplyunit@unhcr.org. The deadline for receipt of questions is 23:00 hrs CET on 25 June 2023. Bidders are requested to keep all questions concise.

2. RFQ Submission

We would appreciate receiving your quotation on or before **2 July 2023 i.e., Sunday by 23:00 hrs.** The quotations must be accompanied by the below-mentioned documents.

Those suppliers whose company profile is already submitted need not submit them again. However, the suppliers should provide the below-mentioned mandatory documents with the quotation.

- Company Profile (**Mandatory**)
- Company registration document (**Mandatory**)
- UNHCR Price Proposal sheet (Annex B) - (**Mandatory**)
- Petrol station network map of list (**Mandatory**)
- Duly filled Vendor Registration Form (June 2018 version) (not required if already registered with UNHCR) (**Mandatory**)
- Acceptance of UNHCR general conditions for the provision of Goods/Services (July – 2018) in writing on the letterhead of the company (**Mandatory**)

Your offer/quotation along with the above-mentioned mandatory documents must be duly signed and stamped with the date sent via email to svkbrsupplyunit@unhcr.org with a subject line **[No. RFQ/SLVK/2023/024]** or handed over by hand or sent via courier to the below UNHCR office address on or before the closing date and time.

SUPPLY CHAIN UNIT,

UNHCR Slovakia Field office,
Floriánska 19, 040 01 Košice – Slovak Republic

IMPORTANT: Quotations that are otherwise addressed and/or copied or sent to other addresses or individuals other than the above-mentioned Supply dedicated email address or unless otherwise advised, will be marked invalid and not considered for evaluation.

QUOTATION TO BE RECEIVED BY: 2 July 2023 i.e. Sunday by 10:00 Hrs.

You are kindly asked to hold your quotation valid for at least **60** days.

The standard payment terms of UNHCR are net **30** days upon satisfactory delivery of goods and acceptance thereof by UNHCR.

Please find attached in ANNEX D, the UNHCR's General Conditions of Contracts for the purchase of Goods/Services in July 2018. You must clearly indicate in your quotation if you accept them.

IMPORTANT NOTES for online submission of your proposal:

1. Offers can be submitted electronically via email to svkbrsupplyunit@unhcr.org. Please indicate in the e-mail subject line:
 - i. RFQ/SLVK/2023/024
 - ii. Name of your company
 - iii. Number of e-mails that are sent (example: 1/2, 2/2, 3/3)
2. Format: Your offer should be sent to the above-mentioned email address in PDF files (Preferred) signed and stamped.
3. No document downloading links are accepted. All documents must be attached to the emails.
4. If the supplier is uploading a number of small files, please zip the files into a ZIP folder and upload the folder instead of each file individually.
5. All files must be free of viruses and not corrupted in case of online submission through email.
6. UNHCR reserves the right to accept or reject any offers that are not following the email submission instructions.

Thank you for your kind attention.



Murod Niyazov,
Senior Operations Officer,
UNHCR Slovakia

Attachments:

- Annex A: Detailed Specification Vehicles and Rebuild services
- Annex B: Price Proposal Sheet
- Annex C: Vendor Registration Form (for suppliers not yet registered with UNHCR)
- Annex D: UNHCR General Conditions of Contract for the Provision of Goods/Services 2018
- Annex E: UN Supplier Code of Conduct
- Annex F: Reference photos

ANNEX A – DETAILED SPECIFICATION OF VEHICLES
REQUEST FOR QUOTATION: [No. RFQ/SLVK/2023/024]
FOR THE PROVISION UTILITY VEHICLES AND REMODELING INTO MOBILE OFFICE

QUOTATION TO BE RECEIVED BY: 2 July 2023 by 23:00 Hrs.

Specification	Minimum requirements	Exact specification filled by the supplier	Other comments
Production data of vehicles	2021		
Length of cargo space	230 cm		
Warranty	2 years		
Requested Equipment	Side window in cargo space		
Rebuild / alteration specifications	<ul style="list-style-type: none"> • 3 seats and one table (2 seats on one side and 1 seat on the other side of the table) in cargo space • At least 2 sockets for 230V power supply • Independent heating of cargo space by diesel heating or similar independent system 		
Delivery	Delivery to Bratislava, Slovakia with all necessary documentation to be able to register car in Slovakia		

NOTE: The supplier may propose an alternative solution that is more in demand in the market with a reasonable price range. The supplier should also provide a detailed specification for the alternative solution for comparison and consideration.

Supplier may submit quotation also partially only for purchase of vehicles or only for remodeling/alteration works.

Please provide also exact model specifications of offered vehicle. photos and description of works needed.

In ANNEX F of this RFQ, you can see also reference photos, how the vehicle should look like after remodeling works.

ANNEX B – PRICE PROPOSAL SHEET

REQUEST FOR QUOTATION: [No. RFQ/SLVK/2023/024]

FOR THE PROVISION UTILITY VEHICLES AND REBUILD INTO MOBILE OFFICE

QUOTATION TO BE RECEIVED BY: 2 July 2023 by 23:00 Hrs.

Provision of 3 Utility vehicles with remodeling/alteration works to mobile office.

Payment terms: Acceptance of UN payment terms (i.e. 30 days net from receipt of documents) and please click YES or NO

#	Description of Goods and services	Qty	Unit	1.Unit Price excl. VAT	2.Units Price excl. VAT	3.Units Price excl. VAT
1.	Utility vehicle	3	Each			
2.	Delivery of vehicles within Bratislava (if any)	3	Each			
3.	Documentation necessary for registering of vehicles in Slovakia	3	Each			
4.	Rebuilding works based on specifications in ANNEX B	3	Each			
5.	Please specify any other applicable cost					
Total:						

Acknowledgment:

I agree to abide by this quote for a period of 60 days from the date fixed for the opening of the quotes in the request for quotation (RFQ) document, and it shall remain binding upon us and may be accepted at any time before the expiration of the period.

The undersigned confirms hereby acceptance of the UNHCR General Terms and Conditions for the provision of Goods/Services (June 2018 version), including UNHCR payment terms as specified in this RFQ.

Name of Bidder: _____ Designation: _____

Telephone No _____ Email Address: _____

Company Name: _____

Company Address: _____

Authorized Signature: _____ Company Stamp: _____

Date: _____